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REVIEWED: YEC

D/ORD

SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 March 1978  
1010 hours -

1. No additions or deletions were made to the agenda.

2. Due to the bad weather conditions, an ORD representative for the Federal Women's Working Group and ORD's representative on the Agency's Secretarial/Clerical Management Advisory Group did not attend.

3. ACTION : Recommendation for Promotion -  
[redacted] ORD  
Clerk Typist  
GS-04 to GS-05

MAJORITY : Concurred to recommend approval to D/ORD.

4. ACTION : Recommendation for Promotion -  
[redacted] ORD  
Secretary-Steno  
GS-05 to GS-06

MAJORITY : Concurred to recommend approval to D/ORD.  
[redacted] advised the Panel that [redacted] has a spelling problem and improvement is necessary if she is to go on to be a senior secretary at the GS-07 level. [redacted] /ORD, who attended the meeting, was asked to bring this problem to the attention of [redacted]

5. ACTION : Recommendation for Promotion -  
[redacted] /ORD  
Secretary-Steno  
GS-05 to GS-06

MAJORITY : No final decision was made. [redacted] told the Panel that he was aware that [redacted] had not passed the Agency shorthand test, and this was a requirement before promotions are approved to the GS-06 level. [redacted] requested the Panel to consider a waiver on this requirement for [redacted] since her accomplishments far outweigh the present standards. After a lengthy discussion the Panel recommended that [redacted] inform [redacted] that he had recommended her and [redacted] for promotion. The Panel had concurred in [redacted] recommendation; [redacted] recommendation was being held pending her successful completion of the Agency test. If [redacted] can pass the test in the near future, the promotion will automatically go forward to OP.

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5. (Continued)

The Panel also suggested that, if [redacted] did not pass the Agency shorthand test, [redacted] should submit a recommendation for a Quality Step Increase for her exceptional accomplishments to the Division.

6. [redacted]

discussed the performance of [redacted] Support Branch secretary. He stated that [redacted] is a well-qualified secretary; she is efficient in her work; and her typing is excellent. However, he did not submit a recommendation for promotion due to her poor attendance record. [redacted] has worked her leave balances down to nothing due to illness. Her absence seems to fall on Mondays or bad weather days. He stated he was going to request a "Fitness for Duty" physical but records show this was accomplished within the past year. Absence from work was also a problem on her last assignment in [redacted] ORD. [redacted] will again counsel [redacted] in this regard and inform her that this subject was presented to the Special Panel.

7. The Panel discussed [redacted] Secretary Steno, GS-07 on detail to the IC Staff. [redacted] detail will be completed the end of April. She will be reassigned to DDS&T. She has requested shorthand training which is scheduled to start on 6 May 1978 at the State Dept. training center. This course will run for 10 weeks, twice a week for a total of 30 hours; the cost is \$135.00. The Special Panel agreed to pay the cost of the course if DDS&T agreed to her attendance for the time specified.

*10 March 1978*  
Date

[redacted]  
[redacted] tive Secretary, SP/ORD

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13 Feb 78

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